

SYSTEMS FOR SUCCESS



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The Precision Action Planner

Millions of busy people will go to their graves without fulfilling their dreams. What will set you apart? Why will your actions be more successful than millions of others? What will you do differently?

The person who does not learn to prioritise and to take precision actions with precision timing for precision results becomes their own worst enemy.

Nearly everyone says that they're busy. But few people can say that they have fulfilled their wildest dreams.

Being busy is no guarantee that you will accomplish your dreams. Most people are busy with random, low priority tasks that will never deliver them their dreams.

Random actions betray your own dreams. Engaging in low priority actions betrays your own dreams.

If you want to see your wildest dreams fulfilled you will have to consistently, relentlessly and passionately engage in precision actions with precision timing for precision results!

By developing a precision action plan, you can eliminate the random, low priority activity in your life that is betraying your dreams.

In order to become a person who will look back on their life and see a legacy of fulfilled dreams, rather than a legacy filled with regret and justification for why your dreams never came true, you will have to learn how to take precision actions, with precision timing for precision results.

Completing *The Precision Action Planner* will position you to begin taking precision actions, with precision timing for precision results on a daily basis. Eliminate actions that are betraying your dreams! Focus in on the actions that are going to bring your dreams to life! In order to bring your wildest dreams to life you will need to develop the capacity to take precision actions consistently, relentlessly and passionately.

That begins by clarifying exactly what your priorities are in this season of your life.

Let's start bringing your dreams to life!

PRIORITY PLANNING

Take powerful, passionate, precision actions with precision timing for precision results!

IDENTIFYING YOUR PRIORITY TASKS AND ACTIONS.

Projects on the Go: Briefly summarise all the dreams, goals and projects that you are currently working on in your life?

FAITH

FAMILY

FITNESS

FINANCE

FELLOWSHIP

FUN

FUTURE

Four things to consider when assessing your priorities...

Is this task important and urgent?

Is this task important but not urgent?

Is this task urgent but not important?

Is this task neither urgent nor important?

Peripheral Focus: *Of all the dreams, goals and projects that you are currently working on, which goals are the least important and the least urgent right now?*

FAITH

FAMILY

FITNESS

FINANCE

FELLOWSHIP

FUN

FUTURE

Secondary Focus: Which of your goals are currently a medium level priority right now?
These goals are moderately important and urgent.

FAITH

FAMILY

FITNESS

FINANCE

FELLOWSHIP

FUN

FUTURE

Priority Focus: Which of your goals are the highest priority right now? These goals are the most important and the most urgent.	
FAITH	
FAMILY	
FITNESS	
FINANCE	
FELLOWSHIP	
FUN	
FUTURE	

Priority Objectives and Deadlines: What are the deadlines and time-lines for your priority goals right now?	
FAITH	
FAMILY	
FITNESS	
FINANCE	
FELLOWSHIP	
FUN	
FUTURE	

Highest Priority To Do List:

what are the most important and most urgent, high priority tasks for you right now?

THE PARETO PRINCIPLE

The Pareto Principle asserts that often 20% of your activity leads to 80% of your productivity. When assessing the importance of the tasks at hand it is very valuable to assess the level of productivity that is attached to each activity.

This is one critical area that sets successful people who will see their wildest dreams come true apart from the millions of people who will take their dreams to the grave. Successful people are able to identify the tasks, which produce the greatest returns and then prioritise those tasks and make those tasks the focus of their efforts.

When it comes to “To Do Lists” a person who understands the Pareto Principle may put 10 things on their “To Do List” each day. Even if they only accomplish 3-4 tasks that day, they will have accomplished the most productive tasks, because each day they focus on completing the most productive tasks.

A person who does not understand the Pareto Principle may also put down 10 things on their “To Do List” each day. At the end of the day they may have 6-7 tasks completed but they quite possibly avoided the hardest jobs and the most productive tasks, which give the best returns.

Although the person who didn't know about the Pareto Principle looks like they completed more tasks, the person who embraces the Pareto Principle will ultimately be more productive because they always focus on the most productive activities and they prioritise the most productive activities on a daily basis.

When making a *High Priority To Do List* ask yourself, which of these activities is going to produce the best reward for effort? Put the tasks with the highest return for effort or the best return on investment at the top of your To Do List and smash out your high priority jobs first!

What are the most important and most urgent, high priority tasks for you right now?

What are the top three low priority, low return or random actions that you currently engage in, in your life?

1.

2.

3.

Which random, low priority, low return actions do you want to reduce in your life right now?

What are the top three high priority, high return, precision actions that you currently engage in, in your life?

1.

2.

3.

What high priority, precision actions do you want to focus on in your life right now?

THE POWER OF A “TO DO LIST”

Not only does a *To Do List* help you keep on track and focused on high priority tasks with high returns and urgent time-lines, your *To Do List* produces an amazing feel good chemical called dopamine. Every time you complete a task on your *To Do List* and you tick it off the list your brain releases a chemical called dopamine that makes you feel amazing!!!

This positive release of dopamine leaves you feeling great and pumped to take on your next task on your *To Do List*. When you complete that next task and tick the box, you receive another blast of dopamine.

One way to hack your brain and get it to produce more dopamine is to write down jobs that you have already done, which you forgot to put on your *To Do List*. Even if you’ve already done the task and then write it down on your to do list and then tick it your brain will still release a dopamine blast!

THE MASTER TO DO LIST

Considering all of your current goals, write a *Master To Do List* in the box below with everything on it that you know you need to get done in this season of your life. Big or small. Important, urgent and also not so important or urgent.

Leave space beside each task on the *Master To Do List* to put a number. As you are writing down each task place a number that reflects that tasks level of importance and urgency. Break the tasks down into four categories. A number “1” represents important and urgent. A number “2” represents important but not urgent. A number “3” represents urgent but not important. A number “4” represents not urgent and not important.

Also make a note either on the list or in your mind of how long you think each job will take. You may find that some of the jobs on your to do list are five minutes or less. If you are in between jobs, or waiting for something, that may be the perfect moment to do a five minute job. If you have a *Master To Do List* you can quickly refer to that list to look for jobs that are perfect to fill in the amount of time you have at your disposal in that moment.

Weekly To Do List: *Considering all of your goals what are this week's highest priority tasks?*

Daily To Do List: *Considering all of your goals what are today's highest priority tasks?*

THE POWER OF A NOT TO DO LIST

Focusing on what you need to accomplish is essential, so is focusing on what not to do!

What are the classic distracting, time wasting, discouraging, demotivating, low return, random, low priority activities that you get caught up with, that reduce your productivity?

Social media, pointless meetings, random articles, out of control hobbies, addictions, negative relationships, negative feelings and emotions there's an endless list of possibilities...

List the top three things that need to be on your 'Not To Do List'.

1.

2.

3.

SUCCESS IS A STATE OF BEING

Success is more than the moment of winning or achieving your goals or even your wildest dreams. Success is a state of being. For example if you accomplish a great dream but in the process lose your health, your important relationships or your values and purpose in life – are you really successful?

Success in life is more than arriving at a destination. Success is a state of being.

This is something that truly successful people understand, which is why they embrace the power of discipline. While completing tasks can lead you to accomplishing goals, embracing the power of discipline will set you up to enjoy success as a state of being every day.

The difference between a regular task on a to do list and a discipline is that once you tick off a task on a to do list it is done. But a discipline is never completed. A discipline is a consistent way of life, which produces your state of being.

Everyone is disciplined. It takes no effort to be disciplined. What does take effort is developing excellent disciplines, which will produce success as a state of being.

For example, some people are disciplined at avoiding being: helpful, positive, clean and tidy, punctual, productive, fit, healthy, proactive, grateful and respectful. These negative disciplines set people up for an unsuccessful state of being.

However, it takes some serious effort, intentional decision making and precision action to begin to develop disciplines, which will produce success as a state of being.

A Life Coach and great friend of mine, Joseph Wilson trains people to embrace the *Baseline For Success*. The *Baseline For Success* empowers people to be successful every day by embracing the power of discipline in four areas of their lives.

- **Body**
- **Soul**
- **Heart**
- **Spirit**

The training is simple, at the start of your day:

- **Invest at least 5 minutes into your body through exercise.**
- **Invest at least 5 minutes into your soul through learning.**
- **Invest at least 5 minutes into your heart through intentional relationship building.**
- **Invest at least 5 minutes into your spirit through developing your spiritual connection.**

THE POWER OF DISCIPLINE

That is Joseph Wilson's *Baseline for Success*. What is your baseline for success? If you aren't intentional about developing positive disciplines, you will develop negative disciplines by default.

By accomplishing one or more of your disciplines at the start of your day, you start the day winning. This creates positive mental, chemical and emotional momentum at the start of your day and sets you up for success right from the start of the day.

Our disciplines produce our state of being. Successful or unsuccessful. Positive or negative. Happy or unhappy. Thriving or barely surviving?

What will your baseline for success be? Whatever it is, the disciplines that you embrace will determine your personal state of being.

TIME TESTED POWERFUL DISCIPLINES

If the concept of developing intentional, positive disciplines is a new concept to you, here is a short list of some classic disciplines that have proven to empower people for success as a state of being. This is not an exhaustive list, so you may have other high value disciplines that you wish to embrace. Investing time and effort into any of these disciplines on a daily or weekly basis is guaranteed to produce an exceptional return. As always – the more you put in, the more you get out.

- Prayer and meditation
- Exercise
- Learning/Training: Personal development that will empower you to accomplish the tasks that you need to accomplish more efficiently.
- Journalling
- Master Your Attention: Master your feelings and emotions by mastering your attention – tell your feelings the truth, to eliminate fear, stress, anxiety, worry, negative emotions and negative behaviours. This could involve meditating on the bible or truths that you hold most valuable.
- Gratitude: Intentionally thinking about what you are grateful for and allowing yourself to feel the feelings associated with gratitude has a dramatic impact on your body, soul and spirit.
- Intentionally investing in relationships
- Focus: This looks like pro-actively reviewing your dreams, goals, strategies, to do lists, ticking off jobs that are done, adding jobs that need to be done, developing strategic plans, asking yourself what you really want, prioritizing your actions for the year, month, week or the day.
- Visualising Success/Framing Your Future: Your mind cannot distinguish between what is real and what is imagined. What you visualise you materialise.
- Housekeeping: Cleaning your work space, tools, house, doing dishes, cleaning the car, making your bed, doing the laundry, ordering supplies etc.
- Eating healthy food
- Intentionally adding value to someone's life
- Doing something you love
- Utilising Your Creative Gifting: Write, sing, paint, dance, play an instrument, design something etc.
- Encourage someone
- Intentionally expressing generosity
- Take one step towards a big dream
- Receiving mentoring
- Rest

Weekly Disciplines: *In the boxes below identify any disciplines that you want to embrace on a weekly basis? Please list at least three weekly disciplines that reflect your “Baseline for Success”.*

1.

2.

3.

4.

5.

If you have more than five please add them in the box below.

Daily Disciplines: In the boxes below Identify any disciplines that you want to embrace on a daily basis?
Please list at least three daily disciplines that you will engage in for at least five minutes a day.
These disciplines reflect your “Baseline for Success”.

1.

2.

3.

4.

5.

Please list any extra Daily Disciplines that you want to embrace in the box below.